

HUD Code	HUD Code Title
03E	Neighborhood Facilities
03F	Parks, Recreational Facilities
03G	Parking Facilities
03H	Solid Waste Disposal Improvements
03I	Flood Drain Improvements
03J	Water/Sewer Improvements
03K	Street Improvements (may include storm drains, curb and gutter, sidewalks if installed as a peripheral part of a street improvement, driveway aprons, handicapped ramps, tunnels, bridges, landscaping, trees as part of streetscape, and/or street signs)
03L	Sidewalks (Installation of trash receptacles, trees as part of sidewalk, benches, and lighting should also be coded under 03L.)
03M	Child Care Centers
03N	Tree Planting
03O	Fire Stations/Equipment
03P	Health Facilities
03Q	Abused and Neglected Children Facilities
03R	Asbestos Removal
03S	Facilities for AIDS Patients (not operating costs)
03T	Operating Costs of Homeless/AIDS Patients Programs
04	Clearance and Demolition
04A	Clean-Up of Contaminated Sites
05	Public Services (General)
05A	Senior Services
05B	Handicapped Services
05C	Legal Services
05D	Youth Services
05E	Transportation Services
05F	Substance Abuse Services
05G	Battered and Abused Spouses
05H	Employment Training
05I	Crime Awareness
05J	Fair Housing Activities
05K	Tenant/Landlord Counseling
05L	Child Care Services
05M	Health Services
05N	Abused and Neglected Children
05O	Mental Health Services
05P	Screening for Lead-Based Paint/Lead Hazards Poison
05Q	Subsistence Payments
05R	Homeownership Assistance (not direct)
05S	Rental Housing Subsidies
05T	Security Deposits
05U	Homeownership Counseling
06	Interim Assistance
07	Urban Renewal Completion
08	Relocation
09	Loss of Rental Income
11	Privately Owned Utilities
13	Direct Homeownership Assistance
14A	Rehabilitation, Single-Unit Residential
14B	Rehabilitation, Multi-Unit Residential
14C	Public Housing Modernization
14D	Rehabilitation, Other Publicly-Owned Residential Buildings
14E	Rehabilitation, Publicly- or Privately-Owned Commercial/Industrial
14F	Energy Efficiency Improvements
14G	Acquisition for Rehabilitation

HUD Code	HUD Code Title
14H	Rehabilitation Administration
14I	Lead-Based Paint Hazard Test/Abatement
15	Code Enforcement
16A	Residential Historic Preservation
16B	Non-Residential Historic Preservation
17A	Commercial/Industrial Land Acquisition/Disposition
17B	Commercial/Industrial Infrastructure Development
17C	Commercial/Industrial Building Acquisition, Construction, Rehabilitation
17D	Other Commercial/Industrial Improvements
18A	Economic Development Direct: Direct Financial Assistance to For-Profit Business
18B	Economic Development Direct: Technical Assistance
18C	Micro-Enterprise Assistance
19C	CDBG Non-Profit Organization Capacity Building
19D	CDBG Assistance to Institutes of Higher Education
19E	CDBG Operation and Repair of Foreclosed Property
20	Planning
21D	Fair Housing Activities

SECTION III: DEFINITION OF TERMS

CDBG: Community Development Block Grant: Federal entitlement program through which funds are made available on an annual basis to states, metropolitan cities and urban counties. Funds target economic development, public facilities and infrastructure improvements, affordable housing and public services. Use of funds must meet one of the National Objectives: (1) provide benefit to low and moderate-income persons, or (2) address conditions of slums or blight, or (3) address an urgent need.

CPD: Community Planning and Development Division: A division of the Prince George's County Department of Housing and Community Development. The Department of Housing and Community Development, Community Planning and Development Division (CPD) is the lead agency that prepares the County's five-year Housing and Community Development Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports. The Consolidated Plan and Annual Action Plan provide strategies for the use of Federal funds from the Federal Housing and Urban Development (HUD): Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs. The Community Planning Division administers the CDBG, ESG and HOPWA programs. The Housing Development Division administers the HOME program. Call (301) 883-5540 or 301-883-5570 or email CPD-CDBG@co.pg.md.us or HDD-HOME@co.pg.md.us for more information.

Consolidated Plan for Housing and Community Development: The Consolidated Plan (*The Plan*) reflects a vision of what the County wants to become over a five-year period, describes local priority needs and identifies specific goals and objectives toward achieving that vision. The Consolidated Plan and Annual Action Plan provide strategies for the use of HUD funds: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs. Call (301) 883-5540 or 301-883-5570 or email CPD-CDBG@co.pg.md.us or HDD-HOME@co.pg.md.us for more information.

Annual Action Plan for Housing and Community Development: The Annual Action Plan (AAP) reflects the County's yearly funding priorities for neighborhood revitalization, public improvements,

housing development, economic development, public services, and homeless activities. These projects help to create and expand livable environments within the older established communities (formerly inner-Beltway communities). The AAP also serves as the federal application to receive CDBG, HOME and ESG funds. The HOPWA application is submitted jointly with other adjacent jurisdictions in a regional approach. Call (301) 883-5540 or 301-883-5570 or email CPD-CDBG@co.pg.md.us or HDD-HOME@co.pg.md.us for more information.

Consolidated Annual Performance and Evaluation Report: The Consolidated Annual Performance and Evaluation Report (CAPER) contains a narrative summary of programmatic accomplishments, the status of actions undertaken during each fiscal year to implement the County's overall strategy and a self-evaluation of progress made during the past year addressing priority needs and objectives. The CAPER documents the County's achievements toward providing decent housing, suitable living environments and expanding economic opportunity for low and moderate-income persons. Call (301) 883-5540 or 301-883-5570 or email CPD-CDBG@co.pg.md.us or HDD-HOME@co.pg.md.us for more information.

Davis-Bacon Wage Rates: Federal legislation requires payment of prevailing wages for construction-related CDBG projects. For information, contact Katherine Carter, CDBG Portfolio Manager at (301) 883-5579 or Patricia Isaac, Program Manager at (301) 883-5587 or LeShann Murphy, CDBG Portfolio Manager at (301) 883-5457.

DHCD: Prince George's County Department of Housing and Community Development, 9200 Basil Court, Suite 306, Largo, Maryland 20774, Tel (301) 883-5531.

HUD: U.S. Department of Housing and Urban Development

Operating Agreement: Contract between the County and a sub-recipient receiving CDBG funding, with a typical performance period of one year.

Insurance Requirement: Applicants receiving CDBG funding are required to maintain General Liability and Worker's Compensation Insurance. Your Certificate of Liability Insurance must name Prince George's County, Maryland as a **Certificate Holder and an Additional Insured**. The certificate should not identify a specific Department within the County government. The address to be used is 9400 Peppercorn Place, Suite 120, Largo Maryland 20774. For additional insurance requirements and or information please contact Steven B. Middleton, Risk Manager, Office of Finance, on (301) 952-3563 or by e-mail SBMiddleton@co.pg.md.us.

Section 3: Of the Housing and Urban Development Act of 1968 [12 .S.C. 1701u and 24 CFR Part 135] represents HUD's policy for providing preference for new employment, training, and contracting opportunities created from the usage of covered HUD funds to low-and very low-income residents of the community where certain funds are spent (regardless of race or gender), and the businesses that substantially employ these persons. The regulation acknowledges that HUD funding typically results in project/activities that generate new contracting, employment, and other economic opportunities that not only impact bricks and mortar, but also create a multiplier effect for local housing providers and businesses that provide goods and services.

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CDBG INCOME LIMITS EFFECTIVE March 6, 2015

Prince George's County, Maryland
Department of Housing and Community Development
Community Development Block Grant (CDBG) Program

HUD/CDBG INCOME LIMITS EFFECTIVE March 6, 2015

Income Limits

FY2015 Median Family Income: \$109,200

Household Size	Extremely low income (30% AMI = Maximum Income)	<u>VERY LOW</u> INCOME (50% AMI = Maximum Income)	<u>LOW INCOME</u> (80% AMI = Maximum Income)
1	\$22,950	\$38,250	\$47,600
2	\$26,200	\$43,700	\$54,400
3	\$29,500	\$49,150	\$61,200
4	\$32,750	\$54,600	\$68,000
5	\$35,400	\$59,000	\$73,450
6	\$38,000	\$63,350	\$78,900
7	\$40,650	\$67,750	\$84,350
8	\$43,250	\$72,100	\$89,800

Source: U.S. Department of Housing and Urban Development <http://www.huduser.org>

SECTION V. FREQUENTLY ASKED QUESTIONS ABOUT THE CDBG PROGRAM

Q: Must the applicant organization be a 501(c)(3) nonprofit?

A: Most applicants are government agencies and public entities, such as municipalities. The nonprofit applicant must have 501(c)(3) status confirmed by the time funding decisions are made.

Q: Do I need physical and sexual abuse liability insurance, and what amounts are required?

A: Nonprofit agencies that are approved for CDBG funding and that provide a direct service to clients must submit an insurance certificate confirming that the agency has obtained physical and sexual abuse liability insurance in the amount of \$100,000 per individual and \$300,000 per occurrence. Prince George's County, Maryland shall be designated as an Additional Insured and Certificate Holder on the Certificate of Liability Insurance.

Q. What are the insurance requirements?

A. For projects involving construction, such as street improvements, or rehabilitation of a building, the applicant must provide a Certificate of Liability Insurance showing the following coverage: (1) General Liability insurance in the amount of \$1,000,000 at a minimum, (2) Workers' Compensation insurance meeting the Statutory Limits for Maryland and Employers' Liability limits of \$500,000, and (3) business automobile liability insurance in the amount of \$1,000,000. The agency shall designate Prince George's County, Maryland as an Additional Insured and Certificate Holder on the Certificate of Liability Insurance. In addition, the agency must ensure that each contractor carries the same coverage, with the agency and Prince George's County Maryland named as an Additional Insured and Certificate Holders. The agency shall maintain on file copies of the Certificates of Liability Insurance from each contractor.

Q: Should the applicant "agency" be located in Prince George's County?

A: Yes, although there have been a few exceptions in the past. In **all** cases, the agency must provide service to low and moderate-income Prince George's County residents.

Q: Does the designation of specific revitalization focus areas exclude applications from other areas in the County?

A: No. Eligibility depends on the income of people who reside in the area. No eligible area is excluded from consideration. Eligibility determinations are based on updated 2010 census data provided by the U.S. Department of Housing and Urban Development (HUD).

Q: The *Consolidated Plan* for Housing and Community Development covers 5 years. Does this mean that applications should be for that five-year period?

A: No. The *Consolidated Plan* presents a five-year strategy. Applications are for one-year periods beginning July 1st and in accordance with that year's Annual Action Plan.

Q: If a CDBG-funded Operating Agency has not spent its existing grant, can it still apply for new funds for next year?

A: Yes. Agencies are asked to plan the project so that the grant will be spent during the one-year period. The ability to expend funds in a timely manner is a measure of performance and capacity to spend future funds. An agency's CDBG spending history is reviewed at the time a new application is evaluated.

Q: What are the steps of the application approval process?

A: Projects will be selected through the CDBG application process held annually. CDBG proposals will be evaluated and ranked by an assigned Review Team and recommendations are forwarded to the Deputy Director and Director. The recommended proposals are then forwarded to the County Executive's Office and County Council which reserves the discretion to approve or deny requests. Applications selected for funding are then written into the *Annual Action Plan* for the coming year. The *Annual Action Plan* is submitted to HUD for review and approval.

Q: When will the funds be available?

A: The U.S. Congress and HUD release the funds, that is, make the funds available retroactively to the County starting July 1. Reimbursements cannot be issued until the County receives the Release of Funds notification from HUD. Once the notification is received, the County's Office of Finance loads the program budget into its accounting system to allow disbursements of reimbursements.

Q: What is HUD's definition of slum and blight? What is the County's definition?

A: There are two kinds of slums or blight: (1) spot, and (2) area-wide. According to HUD regulations, a slum or blighted area is an area delineated by the proposer: (1) which meets a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law; and (2) where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. In order for an activity to qualify under this standard, it must be designed to address one or more of the conditions which qualified the area.

The definitions of slum and blight in the Prince George's County code are: (1) Slum Area shall mean any area where dwellings predominate, which, by reason of depreciation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to the public safety, health or morals; (2) Blighted Area shall mean an area in which a majority of buildings have declined in productivity by reason of obsolescence, depreciation or other causes to an extent they no longer justify fundamental repairs and adequate maintenance.

The slums/blight determination must be based on any of the conditions described in State/County regulation. One basis used in the County is that the condition causing the area-wide deterioration results from a defect in the design of the community. In these cases, the defect was the failure to provide adequate storm-water management systems.

Q: If your project has two components, should you use two application forms?

A: Yes.

Q: Can you explain the reimbursement process?

A: The Sub-recipient uses its own resources to pay project expenses then submits to DHCD a request for reimbursement along with documentation of the expenses paid. The County processes the request and then mails a check to the agency or processes an electronic funds transfer if the Sub-recipient has signed up for direct deposit.

Q: Are grant awards all or nothing? Is there any negotiation?

A: The Sub-recipient may be awarded a portion of the amount requested. The grant amount depends on the reasonableness of the request, the track record of the requesting agency, and the amount of funds the County has available. If less than the total amount requested is awarded, the amount of work to be accomplished must be renegotiated.

Q: Will applications for large projects, i.e. \$750,000, be considered?

A: Large projects should be broken down into year-by-year phases. CDBG funds are limited, and there are many needs throughout the County that must be addressed.

Q: What is my project's chance of being funded?

A: Projects involving rehabilitation and improvement of public facilities and infrastructure have a good chance of being funded because more money is available for them. Proposals must describe a project with a high likelihood of success and be well thought through, realistic, achievable, etc.

There is significant competition for public service funds and only 15 percent of the County's CDBG funds can be awarded.

Q: What is the cost of an environmental review?

A: If DHCD staff prepares the environmental review the cost is time. There is a considerable backlog of environmental reviews to be done, so you will have to wait several months to have your environmental review completed. Your Operating Agreement cannot be executed until your environmental review process is completed. If you contract with a consultant to have your environmental review completed your environmental review will be done quickly, and your Operating Agreement will be executed much sooner than it would otherwise. The cost of an environmental review that is contracted out depends on the consultant selected. A list of environmental consultants can be obtained by contacting Linda G. Kruelle, Environmental Review Officer, at (301) 883-5539 or lgkruelle1@co.pg.md.us.

Please contact the individuals below for Technical Assistance

Project Manager(s)	Activity Type					
	Acquisition	Affordable Housing	Economic Development	Infra-structure	Public Facilities	Public Services
LeShann Murphy (301) 883-5457 LBMurphy@co.pg.md.us	√	√	√	√	√	√
Katherine Carter (301) 883-5579 KCarter@co.pg.md.us		√	√	√	√	√
Patricia Isaac, Program Manager (301) 883-5587 PAIsaac@co.pg.md.us	√	√	√	√	√	√

For questions concerning insurance requirements, contact Steven B. Middleton, Risk Manager, at (301) 952-3563 or SBMiddleton@co.pg.md.us

SECTION VI. Evaluation Criteria

Community Development Block Grant Proposal Evaluation (PY 42)

The following criteria will be used by the Proposal Advisory Group (PAG) to evaluate Proposal Applications. A maximum of **75 *priority bonus points*** will be provided for Applicants who demonstrate collaboration, leveraging; carry out their activity in a TNI area/or complete all components of their application submission. **(Total Points an Application can receive is 200)**

HUD & County Requirements	✓ Yes	✓ No	
1. Does the project meet one of the National Objectives? Which one? (See pages 5 - 7 of Instructions)			
2. Is the proposed project an eligible activity? (What kind? (See pages 15-17 of Instructions)			
3. Is the application complete?			
4. Is the Agency in "Good Standing". (Click on Link for Quick Reference)			
http://www.dat.state.md.us			

(If you checked NO for any of the above questions, this application is ineligible for CDBG Funds.)

I. Project and Application Requirements (125)

	Administrative Capacity – Maximum Points (25)		
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Administrative Capacity of the Operating Agency	1. Applicant has provided required documentation (resumes) delineating staff background and experience for all persons charged and/or assigned to the project.	(0-10)	
	2. Staff persons charged and/or assigned to the project possess background and experience required to effectively implement the project/program.	(0-15)	

Project Budget -- Maximum Points (25)			
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Project Budget	1. Project Budget includes clearly defined line items with cost distributed in a realistic manner.	(0-10)	
	2. Project Budget includes other sources of funds to support the project.	(0-10)	
	3. If seeking in-direct cost, cost allocation plan completed with other funding sources. (No more than 10 percent of funding amount.)	(0-5)	

Performance Measures -- Maximum Points (25)			
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Performance Measures	1. Performance measures are clearly defined (i.e. number of persons, number of households, units assisted, number of communities/neighborhoods assisted.	(0-25)	

Project Impact -- Maximum Points (20)			
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Project Impact and benefit to low and moderate income households.	1. Applicant clearly describes the problem or need and program activities benefiting low and moderate income households.	(0-20)	

Readiness to Proceed-- Maximum Points (30)			
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Readiness to proceed	1. Applicant has provided clear evidence that the project is ready to proceed with program staff and financial resources in place.	(0-20)	
	2. Application delineates process for required coordination and solicitation of third party vendor's services (as applicable to project/program. (Not applicable to Public Service Projects).	(0-10)	

II. Priority Points—Maximum Points 75

Priority Points Documentation/Leverage of Matching Dollars--Maximum Points (30)			
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Documentation of Matching Dollars (Non-Federal Funds as a Percentage of CDBG funds requested)	<p>Leverage ratios are listed below. Leverage does not include in-kind contributions.</p> <ul style="list-style-type: none"> a. 0:1 ratio (yields 0 points) b. 1:1 ratio (yields 15 points) c. 2:1 ratio (yields 25 points) d. 3:1 or greater ratio (yields 30 points) 	(0-30)	

Priority Points Collaboration (Priority)—Maximum Points (15)			
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Collaboration (Priority will be given to activities that are integrated with other community service projects and provided in collaboration with other service providers)	<p>Applicant demonstrates collaboration with local partners as evidenced through letter(s), Operating Agreement(s), Memorandum(s) of Understanding. Evidence of collaboration must include commitment letters for funding.</p> <ul style="list-style-type: none"> a. 0 letters (yields 0 points) b. 1-2 letters (yields 10 points) c. 3-or more letters (yields 15 points) 	(0-15)	

Priority Points continued ...

Priority Points	(Transforming Neighborhood Initiative (TNI) - - Maximum Points (15)		
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Priority will be given to activities that provide service to communities located in the TNI area. (TNI areas include: East Riverdale/Bladensburg, Hillcrest Heights/Marlow Heights, Langley Park, Glassmanor/Oxon Hill, Kentland/Palmer Park, Suitland/Coral Hills)	<p>Project is located in one or more of the Transforming Neighborhood Initiatives areas.</p> <p>a. No documentation (yields 0 points)</p> <p>b. Documentation of site location (yields 10 points)</p> <p>c. Documentation verifying active participation in TNI (yields 15 points)</p>	(0-15)	

Priority Points	(Contracting Out Environmental Review) -- Maximum Points (15)		
Criteria	Criteria Evaluation Explanation(s)	Maximum Points	Score
Contracting Out Environmental Review (Environmental Review will be prepared by a consultant)	This criterion requires that the budget reflect that a consultant will be contracted to complete the environmental review. This applies to projects involving acquisition, construction, demolition, rehabilitation, façade improvements, or street improvements. The environmental review must be reviewed and approved by DHCD.	(15)	

Additional Project Information

Prior CDBG Funding received by the applicant:

	PY 37	PY38	PY39	PY40	PY41
Funded					
Drawn					

DHCD Funding Recommendation:

Upon completion of reviews, CPD will provide the funding recommendation for this project. The County Executive will take the proposed funding recommendation into consideration and will determine if the proposed project will be incorporated in the Annual Action Plan.

This project's evaluation results are as follows:

Project Evaluation Score: _____

Funding Recommendation:

___ Project Recommended for Funding in PY 42 (FY 2017) in the amount of: _____

Comments:

___ Project Not Recommended for Funding in PY 42 (FY 2017)

Comments:



Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, gender, religion, ethnic or national origin, disability, or familial status in admission or access to benefits in programs or activities.